

The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final

payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

RELY ON YOUR LENDER FOR COMPLIANCE WITH CONSTRUCTION LIEN LAW

If you have a lender, you may rely on the lender to handle the recording of the Notice of Commencement. Learn more about the Construction Lien Law by contacting an attorney, your lender, or the Florida Department of Agricultural and Consumer Services, Division of Consumer Services.

Documents are recorded at the Clerk of the Courts, MIAMI-DADE COUNTY RECORDER, 22 N.W. First Street, 2nd Floor, Miami, Florida 33128, or the Satellite Recording Office in West Dade at 11805 S.W. 26th Street (Coral Way), Suite 207, Miami, Florida 33175-2474. The telephone number is (305) 275-1155.

You can record the Notice of Commencement by mail. The original Notice should be sent to the County Recorder, P.O. Box 011711, Flagler Station, Miami, Florida 33101. Please make sure the original Notice is signed and notarized. Also, remember to enclose \$12.87 (for a single copy) and written instructions for recording and returning a certified copy of the recorded documents. For additional information on recording documents, please call the Office of the Miami-Dade County Recorder at (305) 275-1155.

Carlos Alvarez
Mayor



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Construction Lien Law for Owners



A public information service of

Miami-Dade Building Department

Miami-Dade County
Permitting & Inspection Center
11805 S.W. 26 Street (Coral Way)
Miami, FL 33175-2474
(786) 315-2000
Monday - Friday
7:30 a.m. - 4:30 p.m.

www.miamidade.gov/bldg

WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts of a Notice of Commencement for real property improvements greater than \$2,500. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$5,000 in value. This Notice must be signed by you, the property owner.

Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

YOU MUST FILE A NOTICE OF COMMENCEMENT

For your protection under the Construction Lien Law and to avoid the possibility of paying twice for improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not your agent.

The Notice of Commencement form, shown in this information pamphlet, must be completed and recorded within 90 days before starting the work.

A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded.

If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded.

You lose your protection under the Construction Lien Law if payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one year after the recording date or up to the date specified under item nine of the form.

MIAMI-DADE COUNTY • BUILDING DEPARTMENT
111 NEW FIRST STREET, SUITE # 1010, MIAMI, FLORIDA 33128-1974
PERMIT APPLICATION
(Please fill out completely)

LOCATION OF IMPROVEMENTS Job Address _____ Folio _____ Block _____ Lot _____ Subdivision _____ Mees and bounds _____	CONTRACTOR Contractor No. _____ Qualifier S.S. _____ Contractor's Name _____ Qualifier Name _____ Address _____ City _____ State _____ Zip _____ Current use of property _____ Description of Work _____ Sq. Ft. _____ Unit _____ Floors _____ Value of Work _____
TYPE OF IMPROVEMENTS <input type="checkbox"/> New Construction on Vacant Land <input type="checkbox"/> Alteration Interior <input type="checkbox"/> Alteration Exterior <input type="checkbox"/> Substitution of Structure <input type="checkbox"/> Enclosure <input type="checkbox"/> Repair Due to Fire <input type="checkbox"/> Addition Attached <input type="checkbox"/> Addition Detached	PERMIT TYPE <input type="checkbox"/> LAND IMPROVEMENT PERMIT LUMP 0001 Paving and Driveway 0002 Frame Buildings (Excludes with Detention in the Florida Statute) <input type="checkbox"/> 0003 Temporary Building Used for Construction (Excludes with Detention in the Florida Statute) <input type="checkbox"/> 0004 Awnings, Canopies and Fabric Covered Framework Relating to a Single Family Residence <input type="checkbox"/> 0005 Painted Wall Sign 0006 Ballroom Sign 0007 Reconfiguring the Striping/ Seal Coating of Parking Lots <input type="checkbox"/> 0032 Fire Sprinkler 0043 Fire Chemical Revision _____
PERSON TO BE NOTICED Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	OWNER'S NAME Owner _____ Address _____ City _____ State _____ Zip _____ Phone _____ Social Security _____
ADDITIONAL PERSONS TO BE NOTICED Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	ADDITIONAL PERSONS TO BE NOTICED Name _____ Address _____ City _____ State _____ Zip _____ Phone _____

Application is hereby made to obtain a permit for the work and installation as indicated. I certify that all work will be performed to meet the requirements of all laws regulating construction.

OWNER'S AFFIDAVIT I certify that all of the foregoing information is true and correct to the best of my knowledge.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY OR BANKER BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Agent _____
PRINT NAME _____
DATE OF FLORIDA COUNTY OF MIAMI-DADE _____
Sworn to and subscribed before me this _____ day of _____, 20____
by _____
Notary Public
Personally known _____
or Production of Identification _____
Type of Identification Produced _____

1025-103 2017

Florida law requires the Building Department to be a second source of information concerning the improvements made on real property. The Building Permit Application (shown in this pamphlet) has been expanded to include information on the construction lender and contractor's surety, if any. The new application requires your signature to inform you of the Construction Lien Law.

YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE

By law, the Building Department is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection. (Florida Statute 713.135 (1) (d)).

NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS

You may receive a Notice to Owner from subcontractors and material suppliers. This Notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property.

If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

RELEASE OF LIEN FROM CONTRACTOR

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payment from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractors or suppliers after 10 days written notice to the contractor.

If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney.

NOTICE OF COMMENCEMENT
A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property and street address: _____

2. Description of improvement: _____

3. Owner's name and address: _____
Interested in property: _____
Name and address of the single titleholder: _____

4. Contractor's name and address: _____

5. Surety: (Payment bond required by owner from contractor, if any)
Name and address: _____
Amount of bond \$ _____

6. Lender's name and address: _____

7. Persons within the state of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(b), Florida Statutes.
Name and address: _____

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lender's Notice as provided in Section 713.13(1)(b), Florida Statutes.
Name and address: _____

9. Expiration date of this Notice of Commencement: (the expiration date is 1 year from the date of recording unless a different date is specified) _____

Signature of Owner _____ Prepared by _____
Print Owner's Name _____
Sworn to and subscribed before me this _____ day of _____, 20____ Address: _____

Notary Public
Print Notary's Name _____
My commission expires: _____

1025-103 2017